

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Single Record Student Database/ Unique Identification Code (SRSD/UIC) Application

Direct Certification Report CSV File Layout

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Questions?
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Direct Certification Report CSV File Layout

Field Number	Field Name	Description
1	ISD Number	State Assigned ISD Number
2	ISD Name	ISD Name
3	District Number	State Assigned District Number
4	District Name	District Name
5	Building Number	State Assigned Building Number
6	Building Name	Building Name
7	UIC	Unique Identification Code (10-character)
8	IsPrimary	"*" = Student has multiple UICs or blank
9	First Name	Student's First Name
10	Middle Initial	Student's Middle Initial, can be blank
11	Last Name	Student's Last name
12	DOB	Date of Birth (MM/DD/YYYY)
13	Gender	"M" = Male, "F" = Female
14	Student Number	Local Student Number, can be blank
15	Matched Date	Date student was matched as directly certified (M/DD/YYYY)

NOTES: This file is provided as a means to assist districts in updating their local student management systems with information on those students who are directly certified for free school meals. It is suggested that the information in this file be imported by linking on the UIC or local student number.